

INSTRUCTION NO.
LI 12-1

LI 12-1
SAFETY AND HEALTH
19 March 1980

SUBJECT: Office of Logistics Safety and Health Program
REFERENCE:

1. GENERAL

This instruction serves to establish a Safety and Health Program within the Office of Logistics (OL) consistent with the statutory and regulatory requirements contained in the referent. This program is designed to promote recognition of safety and health standards within the OL and permit uniformity of application as well as to reinforce specific responsibilities. The program is further intended to reaffirm OL's basic commitment to eliminate safety and health hazards whenever discovered and to continue to pursue a vigorous campaign for continued improvement.

2. POLICY

- a. To implement this vital program, an OL Safety and Health Committee is established comprised of the following members:

Deputy Chief, Supply Division, OL - Chairman
Deputy Chief, Logistics Services Division, OL
Deputy Chief, Real Estate and Construction
Division, OL
Deputy Chief, Printing and Photography Division,
OL

Assistant Executive Officer, OL
Safety Officer, Security Staff, OL
Committee Coordinator - P&PS/OL

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The committee will function under the general direction of the Director of Logistics in promoting and encouraging greater safety awareness within the OL.

- b. Employees are the key ingredient in the success or failure of any safety program; therefore, the effectiveness of this program depends upon active participation and full cooperation of all OL personnel. Each employee is urged to comply fully with established occupational safety and health standards and to report potential safety hazards immediately.

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3. RESPONSIBILITIES

a. Safety and Health Committee:

The Committee will be responsible for the overall implementation of a uniform safety and health program within OL and be guided in its efforts by the provisions contained in the referent. In discharging this obligation, the Committee shall:

- (1) Promote the development of common safety standards and establish uniform criteria for their application.
 - (a) Ensure proper safety equipment and protective clothing are made available where required to protect employees against potentially hazardous equipment or exposure to potentially hazardous agents. See paragraph 4 below for guidelines concerning the issue of protective clothing.
 - (b) Ensure that safety equipment and personal protective clothing are properly identified in each component's fiscal year budget to ensure availability of funds.
- (2) Establish education and training programs for employees to increase their awareness of occupational hazards and arrange with the Office of Medical Services to conduct courses in Cardio-pulmonary Resuscitation (CPR) procedures.
- (3) Improve and emphasize safety and health awareness programs:
 - (a) Compile and maintain a current listing of safety and health-awareness films and video tape cassettes that can be made available for presentation on a periodic basis.
 - (b) Employ promotional materials, including literature racks, wall posters, etc., to emphasize the program.

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- (4) Review ongoing policies relating to health and safety and provide guidance to ensure conformance to established policies, procedures, and standards.
- (5) Submit periodic statements of the Committee's accomplishments for inclusion in the Agency's annual Occupational Safety and Health Report prepared by the Office of Security (OS) for submission to the Department of Labor.
- (6) Participate in the interpretation of statutory requirements into practical application within the OL.
- (7) Assist in formulating recommendations to the D/L to enhance and refine existing programs.
- (8) Assess program performance periodically to ensure that OL personnel are being provided with a working environment free of safety and health hazards.

b. OL Security Staff

The OL Security Staff will appoint an OL Safety Officer whose responsibilities shall include:

- (1) Conduct periodic safety inspections of the OL area
[redacted]
- (2) Maintain liaison between OL and the Safety Branch, OS, on matters relating to safety.
- (3) Submit reports of unsafe conditions and of accomplishments in support of the safety and health program to the OL Safety and Health Committee.
- (4) Prepare and maintain an updated Fire Emergency Plan for [redacted]
- (5) Distribute safety and health promotional materials to OL components and maintain the literature distribution racks for these materials in the
[redacted]
- (6) Periodically present to groups of employees in the [redacted] a safety or health awareness film.

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c. Printing and Photography Division (P&PD), Logistics
Services Division (LSD), Real Estate and Construction
Division (RECD) [redacted]

(1) The chiefs of the above OL components will appoint a Safety Officer for their respective elements whose responsibilities shall include:

- (a) Conduct periodic safety inspections within assigned areas of responsibility, at least quarterly, to ensure compliance with established safety standards. Such inspections shall be conducted independently of the periodic inspections performed by OS required by referent [redacted] (P&PD's area of responsibility is the P&P Building, LSD's is the Motor Pool, RECD's is the power plant and special purpose utility rooms at Headquarters, and SD/CD's [redacted])
- (b) Maintain liaison with appropriate officials in GSA* and the Safety Branch, OS, on matters involving safety.
- (c) Ensure that health and safety promotional material distributed within the Agency is brought to the attention of every employee.
- (d) Periodically present to groups of employees a safety or health awareness film.
- (e) Maintain statistical information on accidents and submit reports on unsafe conditions and accomplishments in support of the safety and health program to the OL Safety and Health Committee.
- (f) Enroll key supervisory personnel in safety and health-related courses and seminars.
- (g) Prepare and maintain an updated Fire Emergency Plan for the assigned area of responsibility. SD/CD will also maintain appropriate fire-fighting apparatus, train selected depot personnel in its use, and maintain liaison with local fire departments and emergency rescue squads.

*RECD and P&PD will maintain liaison with LSD instead of GSA.

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- (2) Issue internal directives and implement instructions consistent with this instruction.

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4. ISSUANCE OF PROTECTIVE CLOTHING

- (a) Protective clothing may be made available for temporary use of a group of employees performing certain tasks, or issued to individual employees for their exclusive use. The former practice is to be followed wherever practicable. An example of the latter would be special shoes that must be individually fitted and do not lend themselves to sharing.
- (b) Generally, the test of whether protective clothing or devices should be issued at Government expense is "whether it is such as the employee might reasonably be expected to furnish as a part of the personal equipment necessary for him to perform the regular duties of his position" (Office of General Counsel 77-5220, 24 Aug. 1977). Based on this opinion, a hard hat might be furnished to someone working in a hazardous area since the employee should not be expected to routinely own such a hat; on the other hand, a raincoat and hat should not be furnished a courier who is often performing his duties in inclement weather since he should be expected to routinely own such equipment.
- (c) When the OL Safety and Health Committee cannot decide whether protective clothing or equipment should be provided by the Government, the matter will be referred to the Office of General Counsel.

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Director of Logistics

ary damage to personnel, equipment, and installations by followup enemy action such as guerrilla or airborne attack. Plans should include the following measures to be taken before, during, and after an attack or a disaster.

a. Preparatory measures include—

- (1) Making adequate advance plans.
- (2) Organizing, equipping, and training damage control personnel.
- (3) Making provisions for dispersion and concealment.
- (4) Using natural cover or protection furnished by terrain features.

b. Measures taken during and immediately after a mass destruction attack or natural disaster include—

- (1) Controlling personnel and traffic (military and civilian).
- (2) Acting against guerrilla or airborne enemy.
- (3) Preventing fires and firefighting.
- (4) Administering first aid to casualties and evacuating them.
- (5) Protecting personnel against chemical, biological, and radiological hazards and evacuating personnel from heavily contaminated areas.
- (6) Disposing of unexploded ammunition supplies.

79. Demolition

Demolition is a command responsibility. It is usually accomplished on orders from higher headquarters but only as a last resort. The company commander should prepare a simple plan for the rapid and thorough destruction of equipment, supplies, records, and buildings. The plan should provide for rendering unserviceable all equipment and supplies that might be captured and used by the enemy. The plan should include priorities for demolition and the methods of destruction to be used.

a. Clothing, textiles, and other flammable supplies may be saturated with gasoline or fuel oil and destroyed by burning.

b. Equipment such as radios, teletypewriters, telephone, field ranges, lanterns, and typewriters may be smashed with hammers or crushed by vehicles.

c. If explosives are to be used to destroy vehicles, the plan should show the type, amount, and placement of each explosive charge (FM 5-25).

d. If explosives are not available, vehicles may have their tires slashed and batteries, coils, distributors, alternators or generators, spark plugs, water pumps, radiators, carburetors, gages, controls, and headlights smashed with hammers. All types of engines may be destroyed by draining the oil supply and running the engine until the pistons seize.

FM 10-297

CHAPTER 10

SAFETY

80. General

Injuries and accidents can seriously hamper company operations. An effective safety program is, therefore, essential and should encompass all phases of operations. Personnel should be thoroughly trained in the proper handling of materiel and in the precautions to be taken when handling or storing hazardous and dangerous materials. All safety rules and practices should be observed when handling tools and operating equipment. In addition, personnel should be impressed with the importance of being constantly vigilant to detect potential hazards; be encouraged to take remedial action, when possible, to reduce or eliminate dangers; and be required to report promptly all accidents and safety hazards.

81. Safety Committee

In the implementation of the safety program, a safety committee should be established. The committee should be headed by an officer who is responsible for supervising and coordinating all safety activities. In addition to the safety officer, the committee should include platoon and section supervisors. The committee should hold meetings at regular intervals to analyze any recent accidents and to discuss known hazards or faulty working conditions. The committee can then make recommendations to the commander for the elimination of hazards and the improvement of safety practices for the reduction of accidents.

82. Principles

An effective safety program depends on the proper application of the following principles of accident prevention:

a. Active Interest. Emphasis should be placed on a vigorous and continuous safety program. Safety programs succeed when all personnel participate and maintain active interest in the program. Interest in safety may be maintained by appealing to personal pride and pointing out the responsibilities each man has to himself and to

his unit. Suggestions for making operations safe should be carefully considered, and persons making suggestions should be given full credit if the ideas are adopted, or they should be given an explanation if the suggestions are found to be impracticable. Supervisors should be interested in the effect the accident rate has on efficiency and productivity. The interest of supervisors in the safety program can be effectively maintained by furnishing them with facts and figures to illustrate how accidents can affect the operations of their platoons and sections, and conversely, how increased demands on productivity can increase the frequency of accidents.

b. Factfinding. Facts to be determined in the investigation of each accident include who was injured, what was damaged, time and place the injury or accident occurred, and the nature and severity of the accident or injury. For accident prevention purposes, these facts must be supplemented with facts on how and why the accident occurred. These facts should include, in particular, any specific act committed and the reason for its commission and the nature of any specific mechanical failure or physical hazard. If a tool or piece of equipment was a contributing factor, it should be determined whether the proper tool or piece of equipment was being used, whether it was being used properly, and whether the tool or equipment itself could have been defective.

c. Corrective Action. Corrective action taken to prevent accidents should be based on available facts. Near accidents should be reported, with all available information, so that existing hazards, unsafe procedures, or unsafe conditions can be eliminated. Similarly, any procedure or condition which might constitute a threat to safety should be reported so that remedial action can be instituted. Some persons are "accident prone." If experience indicates that the same person is repeatedly an accident victim, action should be taken to place the person in an assignment where he is less likely to endanger himself and others.

83. Safety Plan

Some elements that should be included in a safety plan are indicated below.

a. Accident Reporting. A definite procedure which includes the preparation and submission of DA Form 285 (Accident Report) should be established for reporting accidents (AR 385-40). It should emphasize promptness and completeness in reporting all accidents or injuries, no matter how slight.

b. Cause Determination. The commanding officer, or a person designated by him, should investigate all injuries and accidents to determine the cause and take corrective action to prevent their recurrence.

c. Equipment Damage. Any accident that results in damage to equipment should be reported immediately. The continued operation of damaged equipment can result in injuries to personnel.

d. Fire Prevention. NO SMOKING signs should be posted wherever fire hazards exist. Smoking should be permitted only in designated safety areas. Firefighting equipment should be available, and all personnel should be familiar with its location and operation. This equipment should be inspected frequently to determine whether it is serviceable and operable.

e. Tools and Equipment. All tools and equipment should be inspected regularly for defects such as frayed electrical cords, cracked or splinted handles, and dull cutting edges. Electrical equipment should be properly grounded at all times during its operation.

f. Vehicle Operation. Qualified personnel should be trained to drive any vehicle or piece of ma-

terials-handling equipment so that they can operate this equipment safely in an emergency.

g. Special Clothing and Equipment. All personnel should be thoroughly familiar with the use, location, care, and inspection of special clothing and equipment which they may be required to use. Moreover, when the nature of a job requires the use of special clothing or equipment, its use should be rigidly enforced.

84. Special Precautions

Many operations require special techniques for safe performance. Most tools and equipment require special handling if they are to be used safely. Unless personnel performing the operations or using the tools and equipment are properly trained, injuries, loss of efficiency, and damage to materials and facilities will result. Information on the safe use of tools and equipment may be obtained from appropriate technical manuals or bulletins. This information should be stressed during training.

a. The properties and characteristics of gasoline and other petroleum products make them great potential hazards to safety. The characteristics of petroleum-handling equipment and methods of operation are outlined in TM 10-1101. All personnel whose duties require them to handle petroleum products should be familiar with the provisions contained in this technical manual.

b. In the event of nuclear, atomic, or other attack, personnel may come in contact with many potentially hazardous items. Precautions to be observed depend on the hazard involved. Personnel should be thoroughly trained in the safety precautions for handling such materiel, as outlined in AR 220-58.

CHAPTER 11

COMMUNICATIONS

85. General

Communications equipment authorized the Army graves registration company includes a radio set, a manual telephone switchboard, telephone sets, and ADPE 12-inch-carriage automatic typewriters.

86. Radio

An AN/VRC-46 radio set is installed in the 1/4-ton utility truck assigned to the company headquarters. Power is supplied to the set by the vehicle battery. The set has an operating range of about 32 kilometers. The set is used to provide emergency communication with battalion or group headquarters, as an alternate means of communication if the wire network is destroyed or interrupted, and in rear area protection (RAP) and area damage control activities.

87. Telephone

The organic wire net (fig. 34) is composed of a switchboard and seven telephone sets. The company is authorized three miles of telephone cable for setting up its wire net.

a. Company Headquarters. Company headquarters is allocated the SB-22/PT manual telephone switchboard (TM 11-5805-262-12) and four TA-312/PT telephone sets.

b. Cemetery/Evacuation Platoon Headquarters. Each cemetery/evacuation platoon headquarters is authorized one TA-312/PT telephone set.

c. Collection Platoon. The collection platoon is authorized one TA-312/PT telephone set.

88. Automatic Typewriters

Company headquarters and each cemetery/evacuation platoon headquarters is provided an ADPE 12-inch-carriage automatic typewriter with which both paper tape and punchcards can be used. These machines can be integrated into voice telephone and radio circuits, used as a means of entry into the automatic data processing system, and used as a primary means of communication for administration, supervision, and graves registration reporting.